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From: [REDACTED]

Subject: NBC News Shoot Information

To: [REDACTED]

Cc: [REDACTED]

Ronald D. Boyd, Toni L. Hiley, [REDACTED]

Date: 08/24/2013 11:57 AM

This message is digitally signed.

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Good afternoon-

Thank you so much for giving up your Saturday to assist with the NBC shoot. Below are some of the key points we wanted to pass along, but please do not hesitate to let me know if you have any questions or concerns.

Dress: Dress is casual; however, please be mindful that you are representing the Agency and dress appropriately. Wear comfortable shoes!!! The shoot is taking us in various locations around the HQ compound, to include outside, so some of us may be hoofing it around quite a bit. Our last time around we had a pretty bad toe injury (no kidding), so please leave the sandals and flip flops at home.

Arrival: The Security teams should arrive at 8:00 am. Everyone else, please arrive by approximately 8:45 am. Our muster point is OHB [REDACTED] This is where you can leave personal belongings and can visit throughout the day for water/snacks and to take a load off for a few minutes. The door will be closed throughout the day, but everyone has been given alarm access for the day. In the morning [REDACTED] we will go over your responsibilities, pass out radios, and hopefully have any other information you will need for the day.

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Food: When you arrive, we'll have coffee and donuts ready to go (we want you caffeinated!). Given the tightness of the schedule and the lack of open food options here at HQ, we will also provide lunch. We will have pizza, salad, dessert, and drinks available. There is no fridge [REDACTED] however, there is a microwave in case our food options don't suit your taste. You will NOT have the opportunity to leave the compound for lunch.

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POCs: The phone numbers to Hollywood are [REDACTED] and [REDACTED]. Please make sure you have these phone numbers available in case of emergency on Saturday morning. In the meantime, you can reach [REDACTED]

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If you have any additional questions, please let me know. Again, thanks for your help with this endeavor!

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[REDACTED]
Area Security Officer
DCIA/ Director's Executive Support Staff
[REDACTED]

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This email is ~~ORCON/NOFORN~~ in its entirety.

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